HC Standard Healthcare Module of Web EOC
Access and Data Entry

- **Access HC Standard from the Health Alert Network homepage at www.ndhan.gov.**
- **Click on "resources & links" from the left hand column.**
- **Click on "HC Standard-Healthcare Module" under the blue bar labeled "Other".**
- **Log on to HC Standard using your user ID and password. The password is case sensitive. Remember your user ID and password. Three unsuccessful login attempts will result in a locked account which can only be re-set by the system administrator at the North Dakota Department of Health.**
- **Select your "entity group" from the drop down list.**
- **Select the "matrix" or table based on the information that you wish to enter in to system.**
- **Hover your cursor over the column heading for a detailed explanation or definition of the information that is being requested.**
- **Click on a data cell next to the appropriate entity (your agency). Your access is limited so that you cannot change another agency's response.**
- **Data cells may be numeric, text, date and time, or property boxes.**
- **Key in the appropriate data. If the data cell is numeric, hit "enter" to save the data. The cursor will automatically advance to the next data cell. If you use the tab key the data will not be saved.**
- **If the cell is a property cell, when you click on the cell a drop menu of possible responses will appear. Click on the drop down arrow then click on your response. The data is automatically saved as you make your selection from the choices in the drop down menu.**
- **When you use a text cell or date and time cell you must "save" by clicking on the "save" icon on the lower right hand corner of the matrix.**
- **When you have completed your data entry, click on "Menu" on the left side of the tool bar at top of the table.**
- **Select "log out" from the menu listing.**
- **Click on the "log out" button to confirm your intent to log out.**
- **Close the internet browser by clicking on the red "X" box in the upper right corner of your screen.**